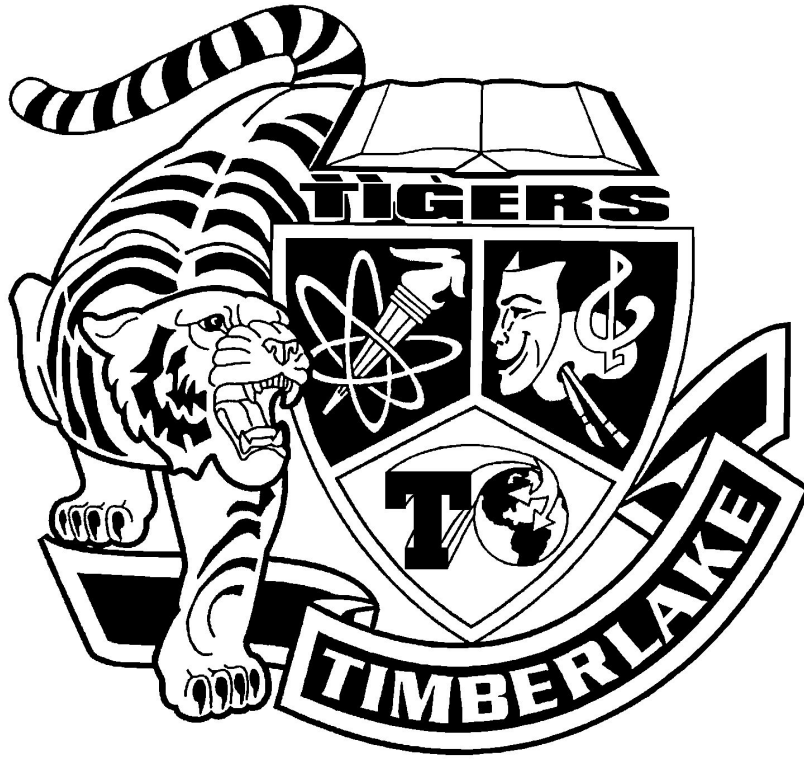


STUDENT HANDBOOK



Timberlake High School

5973 W. Highway 54
Spirit Lake, Idaho 83869
(208) 623-6303

Principal:

Ryne Eberlin

Assistant Principal:

Josh Hegstad

Assistant Principal/AD:

Tim Cronnelly

2020-2021

Lakeland Jt. School District #272

Calendar

August 24-28	Registration
September 7	Holiday- Labor Day- No School
September 8	First Day of School
October 1 & 2	Curriculum Day - No School
November 5	End of the First Quarter
November 6	Professional Day - No School
November 11& 12	Evening Conferences
November 23–27	Holiday Break- No School
December 21-January 1	Holiday Break - No School
January 4	School Resumes
January 18	Holiday—Martin Luther King Day - No School
January 28	End of the 2nd quarter/First Semester
January 28	Early Release for THS/LHS senior Project 12:30 PM
January 29	Professional Workday
February 15	Holiday - President's Day - No School
March 11	High School Conferences 3 p.m. - 7 p.m.
March 25	End of 3rd quarter - No School
March 26	Professional Workday-No Students
March 29-31	Spring Break - No School
April 5	School Resumes
May 31	Holiday - Memorial Day- No School
June 11	Last for Students
June 11	THS Graduation



TIMBERLAKE HIGH SCHOOL

OFFICE PERSONNEL

Ryne Eberlin– Principal	Catey Walton- SWD Coordinator
Josh Hegstad Assistant Principal	Tamara Weaver - Bookkeeper
Tim Cronnelly – Assistant Principal/ Activities Director	Jamie Soumas- Administrative Assistant/Student Advocate
Casi Lupinacci - Counselor	Akilyn Rostege- Registrar
Renee Vordahl - Counselor	Nicole Akins-Administrative Assistant

VISION STATEMENT

Timberlake High School, in partnership with parents and the community, will prepare and inspire students to confidently adapt to the challenges of the 21st century.

MISSION STATEMENT

The mission of Timberlake High School is to develop academic excellence by teaching our students the core educational principles, as defined by district and state standards, which promote lifelong learning and positive values. Our graduates will be able to function effectively in the family, the workplace, and the larger society. Timberlake High School provides a comprehensive system of support to ensure this outcome.

OBJECTIVES

Timberlake High School graduates will be able to:

- Work cooperatively with others using well-developed interpersonal skills.
- Show mastery of language arts, scientific and mathematical principles.
- Demonstrate a high level of self-confidence and motivation with a genuine interest in learning and performing new skills.
- Think independently and solve problems effectively.

- Successfully pursue post high school education or training.
- Demonstrate effective and proficient written and oral communication.
- Demonstrate responsibility and civic involvement.
- Develop knowledge of a variety of cultures.
- Demonstrate knowledge of basic life skills.
- Apply acquired knowledge to the job or career of their choice.
- Achieve a balance between academic, physical, and artistic pursuits.
- Cooperate with others to accomplish a task.

LAKELAND SCHOOL DISTRICT MISSION STATEMENT

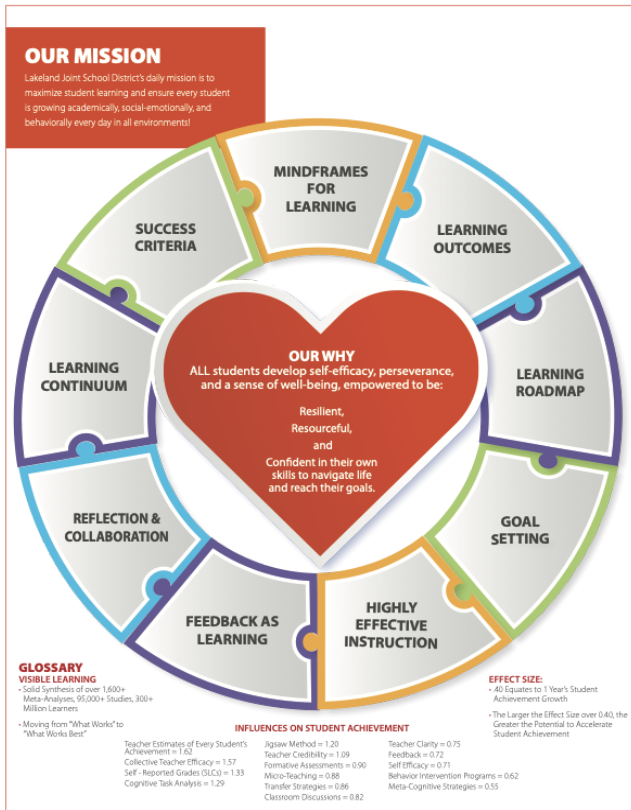
Lakeland Jt. School District's daily mission is to maximize student learning and ensure every student is growing academically, social-emotionally, and behaviorally every day in all environments !

LAKELAND SCHOOL DISTRICT VISION STATEMENT

A community committed to academic excellence and dedicated to student success!

LAKELAND 272 CORE BELIEFS

- All students can learn and achieve at high levels. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Parents are the first and primary teachers. They are responsible for their children's basic needs and values. Their active, collaborative participation is critical to their child's success.
- Student learning is the priority of Lakeland schools. All students will become confident, self-directed, collaborative, lifelong learners, and responsible citizens in tomorrow's workforce and community.



- Schools develop confident, self-directed, lifelong learners who will become responsible citizens in tomorrow's workforce and community.
- Schools teach to and model a universal set of basic values: honesty, self-discipline, responsibility, respect, physical/emotional well-being, and a strong work ethic.
- Schools provide a safe, positive, organized setting with clearly defined expectations for behavior based on mutual respect.
- All Lakeland employees are educational professionals, respected for their skills and commitment to student learning. They are essential to the achievement of the district's mission.
- The community and the schools are reflected in each other. Mutual support, participation, and partnering are necessary.

SCHEDULING INFORMATION

Refer to the graduation list of requirements on page 34 to help you in planning your course work toward graduation, and more importantly, your future career. We encourage you to include your parents/guardians in your decision making process. Counselors, teachers, and administrators are available to assist you, do not hesitate to ask them questions.

YOU ARE RESPONSIBLE FOR MEETING ALL GRADUATION REQUIREMENTS.

[LJSD Board Policy 2700](#)

Read the sheet containing these requirements carefully (page 34). You cannot receive your diploma or go through the graduation ceremony until you have met all the requirements. Carefully check the entrance requirements for the university of your choice and talk to your counselor or College and Career Advisor if you have a question. In addition, if you plan on playing college athletics, make sure you are in compliance with NCAA clearinghouse regulations.

Athletes and students involved in other IHSAA extracurricular activities are reminded that in order to be eligible, passing grades must be received in five full credit subjects. Students attempting to regain eligibility for sports must have completed the required 5 credits by the beginning of the semester during which the sport occurs. Students who participate in sports at the high school level will be granted up to two semesters or two credits of PE, one credit for each completed sports season. PE may still be taken for elective credit.

CAMPUS EXPECTATIONS & GENERAL INFORMATION

CODE OF CONDUCT

In light of Lakeland's philosophy and objectives, the District's code of conduct shall be fair, consistent, nondiscriminatory, and protective of student rights and responsibilities. The code will be distributed to students and parents through each building's student handbook, which may be set forth in synopsis form.

In order to meet the varied needs of elementary and secondary schools within the Lakeland School District, the Board of Trustees recognizes the need for individual schools and teachers to formulate and enforce additional rules and regulations that will supplement the Board's Policies. School and classroom disciplinary rules shall have the force of policy when appropriately applied.

While on school property or under the supervision and/or surveillance of school authorities, students shall be subject to the direction of school officials and shall, at all times, be subject to the rules, regulations, and policies of the district, along with the rules of individual schools and classrooms. Student handbooks may contain a synopsis of school district rules, regulations and policies. Such policies, verbatim, have been reduced to writing and made available at the building principal's office and the district administration office for review by students and/or parents.

SCHOOL DAY

Building will be open to students 10 minutes prior to the first bell. Students must exit the building within 10 minutes after the last bell to prevent crowding in the facility. Students participating in organized, school sanctioned, activities will be permitted to stay in the building/facilities for practices/games.

LUNCH OPEN CAMPUS

Students in grades 10-12 are allowed to leave school during lunchtime. Open campus may be revoked due to students failure to comply with school policy. Freshmen are not allowed off campus during lunchtime. Students are otherwise required to remain on school grounds in designated areas from time of arrival through the end of the day.

PUPILS MUST LEAVE PREMISES AT the CLOSE OF SCHOOL DAY

Pupils shall not loiter in the building or on the school grounds following dismissal of classes unless involved in a supervised, school-sponsored activity or with the permission of the principal.

VISITORS

Parents and guardians who wish to visit in a classroom are welcome to do so with permission from the principal. Students are not allowed to have guests visit them during the school day. All parents or guardians must register at the office.

LEAVING SCHOOL

Once students arrive at school (by any form of transportation), they are to remain on school grounds. Students are not to leave the grounds while school is in session without checking out through the office. Should you need to leave during the school day, your parent/guardian must contact the office to make arrangements and you must sign out. In the case of an emergency or special situation, see the principal or vice principal. Failure to follow this proper procedure will result in missed class time being counted as truancy.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the school term, he/she will be required to be accompanied by a parent or guardian requesting that a transfer be given. The request should state the reason for withdrawal and student's destination for records to be completed properly. The office will give the student a withdrawal sheet to take to each teacher for proper clearance. Parents may come to school to make the withdrawal at any time. No refunds will be issued or records released until a student has completed the withdrawal process.

FREEDOM OF EXPRESSION AND ASSEMBLY

Student rights and responsibilities shall be based on the following assumptions:

- That the right to attend school is purposeful.
- Students are free to exercise their constitutionally protected rights, but shall not infringe upon the rights of others.
- Fair treatment and due process, where appropriate, shall be guaranteed to all students.
- Students shall be encouraged to exercise their rights and responsibilities by being an active member of the school.
- Students shall have the right to the equality of educational opportunity regardless of race, creed, or sex.
- The effective development of a climate for learning requires understanding and good faith on the part of all concerned.

The Board of Trustees and the school administration believe that genuine student involvement in educational programs requires responsible student action. Students shall be expected to act with respect for school regulations, concern for others, and personal dignity. Students are encouraged to express their beliefs and feelings, but not in a manner that is disruptive or degrading to others.

ILLNESS OR ACCIDENT DURING SCHOOL

Students who become ill or are injured will be sent to the office. A student may then be placed in the sick room. Office personnel will call home to notify parents of the situation and arrange for transportation home, if necessary. In case of emergency when parents cannot be reached, emergency contacts will be used. If necessary, appropriate emergency medical treatment will be sought.

INSURANCE

Student insurance is available to all students at a modest fee. The school district does not carry insurance for students injured during the school day. Students participating in athletic programs must have school insurance or other insurance to cover accidents. If school insurance is not taken, a waiver signed by the parent or guardian must be on file at the school.

MEDICATION/ SUPPLEMENTS

Board Policies 3500- 3525

All medication, prescription or over-the-counter, including supplements must be in the original container and signed in to the office by the guardian. A district form, signed by the parent, and/or physician must indicate dosage and circumstances under which the medication is to be administered. Students using an inhaler are also required to have a signed permission slip on file in the office. (They may carry the inhaler with them if a self administration form has been filled out by parent and doctor).

LOCKERS

Lockers will not be issued for the 2020-2021 school year. Under special circumstances, students may be issued a locker through the building principal.

EMERGENCY DRILLS

District Policy 8510

In case of fire or other emergency, the signal to evacuate the building will be an announcement from the office or the continuous sounding of the fire alarm. There is an evacuation plan posted in each room that shows the route of evacuation for that particular room. In case of an alarm, walk to the fire exit designated for your room. Once outside, stay with your teacher until directed to return to the building.

STUDENT FEES

Textbooks and/or chromebooks may be issued to the student as their personal responsibility for the year. Each textbook/chromebook is numbered and students will be held liable for damages to books while checked out to them. Students who drive must purchase a \$10.00 parking permit from the office or at registration. Insurance will be offered, for a fee, for chromebook usage.

All students are encouraged (IHSA competition students required) to purchase an ASB card. This card entitles the student to:

- The opportunity to participate in all extracurricular activities.
- Free or reduced price entry to all school home athletic events and music events.
- Receive a student rate at all away games.

ASB cards cost \$40.00 for grades 9-12. The cost for all athletic events (varsity and sub-varsity) will be \$5.00 for adults and \$3.00 for students.

STUDENT MESSAGES AND DELIVERIES

Students and parents are asked to minimize messages. Deliveries to students during the school day are discouraged to minimize educational disruption.

INTERNET USE/COMPUTERS

In order to use the Internet, students must sign and abide by the Internet Use Agreement Form. Inappropriate use of the computer and/or internet will result in disciplinary measures and loss of computer privileges. Damaging equipment and deleting/sabotaging school software is against the law and will be prosecuted.

HOTSPOT/CHROMEBOOK

Mobile hotspot and chromebooks may be checked out from the library pending availability and need. They may only be checked out for educational purposes at the end of the day and checked back in daily.

Hotspots and chromebooks may be given to students in which a teacher has requested and been granted permission from the administration. A waiver must be signed by the parent to check out any equipment.

SCHOOL IS A PUBLIC PLACE

RESPECT for the feelings, property, and the welfare of others is important. Improper attire, improper printed or written material, any form of harassment or intimidation, inappropriate language, vandalism, theft, litter, etc. promote a negative school environment and will not be tolerated.

DISCIPLINE GUIDELINES

STUDENT DISCIPLINE

Board Policy 3330

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

- Habitual truancy.
- Incurability.
- Academic dishonesty.
- Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District.
- Conduct or presence of a student when the same is detrimental to the health and safety of other pupils.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession.
- Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons in a School Building" section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or disruptive to the educational environment.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.

- Hazing – for purposes of this policy, the term “hazing” shall have the meaning set forth in Idaho Code.
- Initiations.
- The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and District policy.

These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
- Traveling to and from school or a school activity, function or event or anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment.

TRADITIONAL DISCIPLINARY MEASURES - 3330

Traditional disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Temporary removal from the classroom
- Meeting with the student and the student's parents
- Restitution for damages to school property
- Hall Freeze

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

RESTORATIVE JUSTICE MEASURES - 3330

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Restorative Justice includes, but is not limited to:

- Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- Mediation when there is mutual conflict between peers, rather than one-way negative behavior

- Counseling
- Anger management
- Health counseling or intervention
- Mental health counseling
- Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing
- Diversion or use of juvenile specialty courts
- Behavioral management plan
- Corrective instruction or other relevant learning or service experience
- Community service
- In- school detention or suspension, which may take place during lunchtime, or after school.

DISCIPLINING STUDENTS ON INDIVIDUAL EDUCATION OR SECTION 504 PLANS - 3330

The District shall comply with the procedural safeguards enumerated in state and federal law and rule when disciplining students with individualized education plans or 504 plans.

GUN-FREE SCHOOLS - 3330

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance Idaho Code and Board policy.

POSSESSION OF A WEAPON ON SCHOOL PROPERTY-MISDEMEANOR - 3330

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location.

As used in this section of this Policy only:

- "Deadly or dangerous weapon" means any weapon as defined in Idaho Code.
<https://legislature.idaho.gov/statutesrules/idstat/title18/t18ch33/sect18-3302d/>
- "Firearm" means any firearm as defined in United States Code.

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether or not to allow a person to possess carry or store a weapon in a school building or on school grounds.

In the event that a knife is found to have been accidentally brought to school and the building administration is able to clearly determine the absence of any intent by the student to harm himself/herself or others, the student may be referred for a Re-Entry Hearing (formally called a Show Cause Hearing) before District Office Administration. The outcome of this hearing, which will include a signed behavior contract, shall be presented to the Board of Trustees at the next regularly scheduled Board meeting. At that time the board may hold an expulsion in abeyance and approve the recommended disciplinary action presented by District Office Administration.

This section of this policy does not apply to:

1. law enforcement personnel;
2. Any adult over eighteen (18) years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his vehicle in an unobtrusive, non threatening manner;
3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students or school employees to and from school or a school activity;
4. A person or an employee of the school or District who is authorized to carry a firearm with the permission of the board of trustees of the District or the governing board.

DELEGATION OF AUTHORITY - 3330

Each teacher, and any other school personnel, when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

We believe that the following statements serve as guidelines for students:

- **Students may not interfere with a teacher's right to teach.**
- **Students may not interfere with other students' right to learn.**

NONDISCRIMINATION - 3330

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and

mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child;

2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the phrasing of the rule appears neutral with regard to students' personal characteristics;
3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or
4. Discipline of any student when it is motivated by intentional discrimination.

DISRUPTION IN CLASS WITH A SUBSTITUTE

Substitute teachers shall be treated like guests at Timberlake. Uncooperative, disruptive or disrespectful behavior will result in **double disciplinary consequences**.

PROCEDURAL DUE PROCESS

A student's right to fair treatment and due process shall be safeguarded through a consistently applied practice of informing the student of any alleged rule violation and the evidence against him or her (notice), and by allowing the student an opportunity to explain his or her version of the facts (hearing) before deciding on or imposing any punishment.

Upon request, the hearing process may be extended to a "higher authority." The normal channel for hearing complaints or concerns regarding student discipline shall be from Student to Teacher to Principal to Superintendent to School Board. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from students or parents until they have first been referred to the building principal or Superintendent of Schools.

SEARCH AND SEIZURE - 3370

In order to maintain discipline and safety for all students or when there is reason to believe that a student may be engaged in an illegal activity, school officials may search a student's person, or any and all areas under his/her immediate control on the school grounds. School lockers, books, equipment, or other items belonging to the school shall be considered on loan to a student and school officials shall have the right to inspect such items at any time. Any dangerous items or illegal material found in the possession of or subject to the immediate control of a student may be confiscated. Other appropriate disciplinary measures may also follow including referral to appropriate law enforcement officials. In order to maintain a drug free school, Lakeland School District holds the right to employ the use of narcotic canines (drug dogs) to search all buildings, parking lots, campus, person, and belongings located at Timberlake High School.

STUDENT RESTRAINT - 3345

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

USE/POSSESSION/DISTRIBUTION OF ALCOHOL OR DRUGS - 3320

Because the district believes that the use of drugs and alcohol is both illegal and harmful, students are prohibited from drinking, delivery or being in the possession of or under the influence of alcoholic beverages or being in the possession of, delivery of, or under the influence of drugs as herein defined, or other intoxicants on school property or while under the supervision of school authorities. "Drug" means: (1) substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to them; (2) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or animals; (3) substances (other than food) intended to affect the structure of any function of the body of man or animals; and (4) substances intended for use as a component of any article specified in clause (1), (2), or (3) of this subsection. It does not include devices or their components, parts or accessories. (However, possession of drug paraphernalia may be cause for disciplinary action.) A drug shall also include a counterfeit or pseudo drug which shall be defined as any substance which, or the container or labeling of which, without authorization, bears a likeness and is intended by its possessor or deliverer or recipient to represent a drug, whether or not the substance is actually a drug as hereinabove defined. This policy is progressive for the student's entire school career.

Students who violate the drug and alcohol policy may be subject to the following disciplinary actions:

First Offense: An out of school suspension from three to five days with a parent conference and a reporting to the Superintendent which may result in a recommendation for expulsion. Law enforcement notified. 40 school days suspension from activities. Enrollment in an assessment and intervention program may reduce suspension.

Second Offense: A second offense involves a second event resulting in a violation of this policy. The first violation may have happened previously in a student's school career in this district or any other district or school. Suspension and referral to the Superintendent may include a recommendation to the Board of Trustees for expulsion. Law enforcement notified. One calendar year suspension from activities.

- Any student, who knowingly sells, delivers or provides drugs or other intoxicants to another student at school, or while under the supervision of school authorities, shall be immediately suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation of expulsion. In all substance abuse cases, the appropriate law enforcement officials will be notified.

USE/POSSESSION/DISTRIBUTION OF TOBACCO OR VAPE - 3320

Students are prohibited from using tobacco/vape or being in the possession of tobacco/vape products on the school grounds or while under the supervision of school authorities. Violations of this policy may be punishable by; (1) The first offense may result in ISS (in-school suspension) law enforcement notified, and a suspension from participation in school activities; (2) The second offense, within the same school year, may result in additional days of ISS (in-school suspension) with a parent conference including a behavioral contract, law enforcement notified, additional suspension from participation in school activities; and (3) The third offense may result in the student being suspended and referred to the Superintendent for a show cause hearing of whether the student should be referred to the Board of Trustees with a recommendation for expulsion.

HARASSMENT, INTIMIDATION, INITIATIONS, HAZING, BULLYING, CYBER BULLYING, THREATS - 3295

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, initiations, bullying, cyber bullying or threats. This means any

intentional written, verbal, or physical act, including, shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics when the intentional written, verbal, or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school is strictly prohibited.

Initiation and/or hazing of students is strictly prohibited.

Written or verbal threats of bodily harm to students and staff or threats of destruction of personal property will be taken very seriously.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). An act of harassment, intimidation or bullying may be committed through the use of a landline, cell phone, computer, the internet or other electronic means.

Any student making a threat, regardless of intent, or anyone involved in harassment, intimidation, initiations, or bullying, shall be subject to appropriate disciplinary action, which may include a parent conference, counseling, suspension, reporting to law enforcement authorities, and/or expulsion from school. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.
2. "District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non- District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District- sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced

exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.

5. “Harassment, intimidation, or bullying” means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student’s opportunities or performance, that takes place on or immediately adjacent to school

grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Harming a student or damaging a student’s property;
- B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student’s property; or
- C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

5. “Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District’s computer network and the internet, whether accessed on campus or off campus, during or after school hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement.

6. “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

CONSEQUENCES FOR HARASSMENT, INTIMIDATION, AND BULLYING - 3295

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials.

FOOD AND DRINK

All students must consume food and drinks, including MADD coffee drinks, in designated areas. Students will only be allowed to access an academic wing of the building during their lunchtime with permission from that teacher. Food and drink in the classrooms are at the discretion of the individual teacher. In order to maintain an environment that conveys pride in Timberlake High School, students are asked to pick up garbage in the hallways and/or on the grounds, clean up any messes that have been made, and report spills immediately so that they may be cleaned up appropriately.

DRESS AND GROOMING

The School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste for the activity in which the student is engaged. When a student's appearance causes undue attention, is in poor taste, or causes a disruption of the educational environment, the student may be asked to change and is subject to disciplinary action.

To maintain a safe and positive school environment that does not disrupt or distract from the educational purpose, the following regulations have been established to supplement the policy of Lakeland School District:

- Hats, caps, visors, hoods or bandannas may not be worn in the school during the school day
- Pants/shorts may not be excessively baggy and or low riding and worn above the hip
- Undergarments may not be visible at any time
- Any form of sleepwear, as determined by the administration, is not appropriate or allowed at school
- FEMALES: Shirts must cover the midriff and must not be excessively low in the front. No cleavage or undergarment may be showing. Shorts and skirts must be fingertip length. No tank tops of any kind are allowed. Examples include but are not limited to; Spaghetti straps, halter tops, tube tops, racerback shirts
- MALES: All shirts must have sleeves and cover the outside of the shoulder. Examples include but not limited to; bro-tanks, cut off jerseys, cut off t-shirts
- Shirts that promote, advertise, or display drugs or drug culture, alcohol or tobacco products may not be worn
- Shoes must be worn at all times on school premises
- Clothing and personal items that promote, advertise, or display profanity, vulgarity, racially or sexually offensive/suggestive expressions, gang culture, or drug culture are not allowed at school

- Contacts that alter/conceal the normal appearance of the eye are prohibited
- Drug culture icons such as hemp necklaces with mushrooms are not permitted

These guidelines are not all inclusive. If at any time a staff member feels a student's dress is not appropriate or within the guidelines, that student will be asked to change. Failure to follow these guidelines will result in appropriate disciplinary action.

* Administration may make concessions during school sanctioned activities.

PERSONAL PROPERTY

Cell phones, music players, cameras, expensive watches, jewelry, personal belongings, large sums of money, protection sprays, and other disruptive items or objects of theft should not be brought to school. The school **will not** be responsible if such items are lost, stolen, or damaged. **LOCK YOUR HALL LOCKER, P.E. LOCKER, AND CAR FOR PROTECTION FROM THEFT!**

PERSONAL COMPUTING DEVICES (iPads, tablets, laptops, etc.):

Personal computing devices (PCD) can be a valuable resource in the educational setting. Teachers have the ultimate discretion for appropriate educational use of all student personal computing devices in their classroom. Student use of a personal computing device must support the instructional activities currently occurring in the classroom. Students will use appropriate digital citizenry when utilizing devices in the classroom setting. Consequences of inappropriate use of a student's PCD are as follows:

- 1st Offense: Confiscated and student will pick up the PCD at the front office with a lunch detention
- 2nd Offense: Confiscated and parent must pick up, after school detention

CELL PHONES: Use of cell phones shall be limited to the period before classes begin in the morning, between classes, during the student's lunch period and after the student's last class in the afternoon. Cell phones are not allowed in class. Using your cell phone in class or having your phone ring in class will result in your phone being taken. Additional occurrences will result in disciplinary action.

1st Offense: The phone will be confiscated until the end of class and documented in Skyward.

2nd Offense: The phone will be confiscated and given to the office and not returned until the end of the day.

3rd Offense: The phone will be confiscated and given to the office and the student will need to check the phone into the office each morning for the remainder of the semester.

NO SHOW FOR ASSIGNED DISCIPLINARY OR ACADEMIC DETENTION

Assigned detention is not optional. Failure to show for assigned detention, without prior consent, will result in the following consequences:

- 1st no show: Reschedule missed detention and one additional same level detention
- 2nd no show: Reschedule missed detention and one additional detention of higher level
- 3rd no show: Reschedule missed detention and ISS(In-School Suspension)
- Habitual no show: Parent conference and behavioral contract

ATTENDANCE - 3050

The Lakeland Board of Trustees recognizes that time on task is highly important to the education of the students and that regular attendance in class is very important to a student's success in learning that subject.

Furthermore, encouraging good attendance is an integral part of developing a strong work ethic necessary for success in the employment world. Lakeland schools will implement and administer attendance policies in accordance with rules set forth by Idaho Statute and Lakeland Board Policy.

Students will be required to do makeup work from days not in attendance and follow remote learning procedures set forth by their individual classes.

ABSENCES CLASSIFIED

Absences will be considered under three categories: Absence, suspension, and truancy. The principal will determine under which heading an absence will be classified.

- a. **Absences** - Absence from class for any reason (except suspension, truancy, or approved school activity) including family convenience. For absences unrelated to school activities or suspension, a student's absence shall be verified by a parent or guardian with an explanation of the absence. Contact from the parent or guardian to the school should be made by note, telephone, or in person within three school days of return to school or such absence may be considered a truancy and processed accordingly. School work may be made up for credit either before or after any absence. Upon receiving documentation for medical reasons attendance code will be amended as to not accumulate towards the 90% policy. **Students may not attend nor participate in extracurricular activities on days that they are absent from a class except with prior administrator approval.**
- b. **Suspensions** - Absence due to in school or out of school suspension assigned by a school authority for disciplinary reasons. Students will be provided the opportunity to make up work missed during a suspension.
- c. **Truancy** - An absence that occurs without the knowledge and consent of the parents and concurrence of school authorities. Work missed during a truancy may not be made up for credit. Additional truanies could result in expulsion by the Board of Trustees. Any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant shall be guilty of a misdemeanor.

TARDIES

Students are expected to be in class on time. Tardies are recorded in attendance records and report cards.

Tardies from doctor/dentist appointments must have a note from the doctor/dentist office to be excused.

Tardies will be cumulative throughout the semester. Tardies will be accrued and counted in overall classes, not on a class by class basis. Excessive tardies will result in appropriate disciplinary action as outlined below.

- 1st Tardy Warning
- 2nd Tardy Warning
- 3rd Tardy Warning
- 4th + Tardy Lunch Detention Per Tardy

LEAVING SCHOOL DURING THE DAY

This is TRUANCY unless the parent/guardian contacts the school in advance (note/phone) and the student signs out in the office prior to leaving. Students should not ask to leave school early so that they can get to work on time.

TRUANCY

Skipping/forging notes or calls, will result in ISS (in-school suspension).

SKIPPING/DISRUPTING ASSEMBLY

Skipping or being disruptive at an assembly will result in disciplinary action.

SENIOR SKIP DAY

The Lakeland School District and/or Timberlake High School does not recognise or sanction a senior skip day. The attendance policy will apply.

TRANSPORTATION POLICIES

STUDENT DRIVING/PARKING

Students who drive are required to purchase a \$10.00 parking permit from the office. Cars are to be parked in the student lot within designated parking spots with doors locked. Timberlake is not responsible for any vehicle damage or loss and/or missing personal property. The student parking lots are located at the east and west ends of the building. Bus transportation is available to students; therefore, absences due to vehicle complications will not be excused.

THE PARKING LOT

- Students may retrieve items from their vehicles during class time with administrative approval but loitering in the parking lot is not allowed.
- Improper parking, reckless driving, riding in the back of a pick-up, horseplay under slick or snowy conditions, failing to stop or yield right of way etc. is very DANGEROUS and is not allowed.
- Student parking is allowed only in designated student parking areas.
- Students must fill out parking permit paperwork prior to being issued a parking permit. Parking permit must be visible in the front windshield on all cars on campus.
- Violation of any of these parking lot rules will result in a \$10 fine, loss of parking privileges, and/or referral to legal authorities. Failure to pay the fine within a week will result in double the fine.
- All tickets need to be paid in the office within a week of receiving the ticket.

SCHOOL BUS INFORMATION

All students that live on a bus route must register with the bus garage regardless of whether they will or will not be riding the bus. It is important to remember that riding the bus is strictly a privilege, not a right. School rules, in addition to those rules of the driver do apply. Failure to follow these rules may result in a loss of this privilege for a short time or even permanently. An activity bus is available throughout the school year for those that qualify. Students must have a staff signed pass to ride the activity bus.

ACADEMICS

GRADING PERIODS

Only semester grades become a part of a student's permanent record. Semester report cards will be issued on the Friday following the end of each semester. Marking systems vary with individual teachers; however, letter grades are used in all classes and have the following numerical values:

A = 90 – 100	D = 60 – 70
B = 80 – 90	F = below 60
C = 70 – 80	P = passing

GRADE STATUS

Each high school student will be identified with grade status. Students wishing to be recognized as Sophomores, Juniors or Seniors must successfully complete the minimum coursework to be advanced. The grade status of each student may be adjusted with principal approval.

- Sophomore grade status must have earned a minimum of 10 credits
- Junior grade status must have earned a minimum of 20 credits
- Senior grade status must have earned a minimum of 32 credits

GRADUATION REQUIREMENTS

It is the responsibility of every student to be certain that he/she has met all Idaho and Lakeland School district graduation requirements. Each student will receive a 'course offering' brochure when pre-registering in the spring. Counselors are here to help and advise students in meeting these standards. Graduation requirements/course offerings are available upon request in the office and from counselors.

ADVANCED OPPORTUNITIES

To update curriculum and align with Lakeland High School, Timberlake High School will discontinue the advanced diploma option for students who graduate after the class of 2019. Advanced opportunities pathways will be implemented in the fall of 2019. Advanced opportunities allocates \$4,125.00 to each student to use toward dual credit/IDLA courses/AP Exams/CTE Certification Exams. Students who complete the following credits will be recognized at graduation.

1. College/University pathway: College level courses which satisfy both high school and college requirements are available to qualifying juniors and seniors choosing this pathway. Students have access to numerous college credits on our campus paid for by the state of Idaho. Seniors completing 12 college credits will be given a silver cord to wear at graduation. Seniors completing 25 college credits will be given silver and maroon intertwined cords to wear at graduation.
2. Career/technical pathway. Students can choose to access coursework to earn industry certification in several career fields through KTEC(Kootenai Technical Education Consortium). Students can also earn technical competency credits in classes offered on our campus. Seniors completing 700 hours of coursework with an 80% average or higher and passed the industry certification exam will be given an intertwined black and silver cord to wear at graduation.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Timberlake building leadership team discusses and determines the valedictorian(s) and salutatorian(s).

Criteria for the selection process are listed below:

- The overall grade point of the student. (Weighted and unweighted GPA will be considered)
- The grade point in the four major academic areas.
- Emphasis will be placed on 4 years of mathematics, social studies, English, and science.
- Service to school and community.
- Overall rigor of all coursework.

MAKE-UP WORK

Whenever a class is missed, it is the student's responsibility to see his/her teachers concerning make-up assignments. It is important that this be done the day the student returns to school. The student will have two days following an absence to make up class work or tests. Work previously assigned and due on the day of absence will be due the day the student returns. If the student will be absent from school for three or more days, it is recommended that the parent contact the office for make-up assignments.

Students knowing of absences in advance (i.e. extracurricular activities) should pre-arrange for homework. Assignments are due the day of return to school, and upon return, students should be prepared to take any tests or quizzes.

Students will be required to do makeup work from days not in attendance and follow remote learning procedures set forth by their individual classes.

CHEATING

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying or checking and using answers from another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, internet or other on-line related resources.

Violators of this policy will be disciplined at teacher discretion on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to: redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

HONOR ROLL

Board Policy 2700

There will be an honor roll and high honor roll for each semester grading period. High honors require a GPA of 3.75 and honors require a GPA of 3.5 in academic subjects. Any student receiving any grade of “F” or “D” will be excluded from honor roll.

WEIGHTED GRADES

The weighted grading system is intended to encourage students to pursue a more rigorous high school curriculum, therefore becoming better prepared to be successful in college. By placing weight on Honors and Dual Credit classes there is added incentive to take Honors and Dual Credit classes as taking these classes could result in a potentially higher grade point average. The weighted system will be implemented as outlined below:

<u>Weighting</u>	<u>Traditional Class</u>	<u>Honors/Dual Enrolled Class</u>
“A” Grade	4.0 Grade Points	4.5 Grade Points
“B” Grade	3.0 Grade Points	3.5 Grade Points
“C” Grade	2.0 Grade Points	2.5 Grade Points
“D” Grade	1.0 Grade Points	1.5 Grade Points

Classes that would qualify for weighting:

- English 1-4 Honors
- Math Honors Classes
- AP US History
- All “Non Activity” based College Dual Enrollment Classes

ACADEMIC LETTER

A full time THS student will receive an academic letter or pin after each semester when your semester GPA is 3.75 or above based on a minimum of six classes. The first time that you qualify for the academic letter you will receive the actual letter. For each semester you qualify for this award after the initial semester you will receive an academic pin.

THS STUDENT INTERVENTION

Timberlake High School believes all students are capable of meeting academic expectations and that all students can find success within the classroom. When a student is failing or has failed to respond to the expectations of the class, as laid out by the instructor, the following protocol will be used to guide that student back to accountability and offer remediation and makeup time.

1. **Teacher and Student conversation when students are passing class but need to make up assignment/assessment or have an “I”**- the teacher will have a conversation with the student asking them to submit assignments or take tests that have yet to be submitted or taken. The teacher must provide a list of assignments/tests to be made up and a timeline in which they must be submitted. If the student fails to make up said assignments in the timeframe provided, move to step 2. Teacher will document the conversation.

2. **Teacher and Parent/Guardian Conversation with assigned consequence for student-** The student will now be added to the weekly F-list, by changing the “T” to an “F” in Skyward by Monday morning.
3. **Weekly “F” Lists will be reviewed by Counselors and the Administration-** Steps 1 & 2 will be followed with all students who are on the “F” list on Monday mornings.
4. **Counselor/Teacher/Administration Meeting with Student and Parent-** Counselor, teachers, parents, and student will have a conference. Steps that have already been taken will be reiterated and the academic plan will be put into place.
5. **Counselor/Teacher/Administration will monitor plan and adjust as necessary-** Counselor and Teachers will monitor the plan for a couple of weeks and check for academic improvement. If necessary, counselor will meet again with the student to review the plan and adjust if needed. If adjustments are made, teachers, parents, and administration will be notified. A counselor will document the adjusted plan in the student file.

ADVANCED OPPORTUNITIES

The Idaho State Department of Education has several new programs to help Idaho students get a jump start on college. For additional information about advanced opportunities, visit the Idaho State Department of Education website at <http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html> . For any further questions regarding advanced opportunities or to sign up for advanced opportunities please see your counselor.

Activities

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES - IHSAA

To be academically eligible for athletics and activities, a student must be enrolled full-time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following: criteria:

6 classes available must pass at least five

- A. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place as developed by the local school district. This plan must include monitoring, additional assistance, time provided for assistance, and an appropriate timeline. The list of students that fall within this category will be provided to the THS counselors for aid in the development and monitoring of this plan. (The number of students with an academic improvement plan will be reported on the Eligibility Verification Report)
- B. Clarify that being “on target to graduate by State Board of Education requirements” means: a student not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of the summer following their senior year in order to be eligible for activity participation. Effective for the class of 2010. (The number of students with a graduation plan will be reported on the Eligibility Verification Report.)

- C. Student athletes that are off campus full time (NIC or IDLA) must be registered for the equivalent full time credit amount. If a student withdraws from classes that make their schedule less than full time at any, they will be ineligible to participate.
- D. Schools may adopt stricter academic eligibility policies.
- E. All student athletes participating in IHSAA athletic activities are required to purchase an ASB card

Extracurricular activities are a part of our total school program, but a student's first responsibility should be to keep up with his/her regular class work. Participation in student activities is a privilege and is subject to the following academic guidelines:

- Students must meet Idaho High School Activity Association academic eligibility standards before the start date of the sports season in order to participate in that sport.
 - 1. Students must earn five academic credits the previous academic semester.
 - 2. Students with a cumulative grade point average under 2.0 must participate in an academic improvement plan.

During the sport season, students must be passing all classes to compete in extracurricular activities. For the purpose of extracurricular eligibility student grades will be checked every Monday morning. If an athlete is failing, that athlete will be ineligible for practice and competition until the grade is passing.

RANDOM DRUG TESTING AND DRUG USE PREVENTION POLICY

Drug/alcohol Testing for Students in Activities 3400

A program of deterrence is hereby instituted as a pro-active approach to a drug free school. Through participation in extracurricular activities, students using illegal drugs pose a threat to their own and other persons health and safety while sending a negative message to the student body, patrons of the district, and the public. The purpose of this program is three fold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities as ambassadors of the District need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from participating in extracurricular activities while drug residues are in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse, and toward a healthy and drug free lifestyle. The drug testing program is designed to create a safe, drug free lifestyle for students and to assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated herein.

Implementation

The effective date of this program is August 1, 2006. This program does not affect the current policies, practices, or rights of Lakeland Joint School District 272 with regard to drug and /or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Lakeland Joint School District 272 reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

Lakeland Joint School District 272 has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining the extracurricular activities in Lakeland Joint School District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

Scope

Participation in extracurricular activities is a privilege*1. This policy applies to all Lakeland Joint School District students in grades 7-12 who wish to participate in interscholastic extracurricular activities.

Examples are listed below:

(Interscholastic activities are those that involve competition or interaction with another school/schools while the students represent a Lakeland Joint School District secondary school.)

1. Athletics

2. Music

3. Academic Teams

(Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel)

(Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests)

4. Drama/Speech/Debate

5. Professional Technical clubs or organizations

Consent Form

It is mandatory that each student who participates in extracurricular activities return the "Consent Form" prior to participation in any extracurricular activity. No student shall be allowed to participate in any extra curricular activity without first having provided to the district a fully executed consent form. The written consent form shall be in the form attached to this policy as Exhibit "A". All students desiring to participate in an activity, whether at the selection date, beginning of the school year, or the beginning of the sport season or competition season, or when a student moves into the district shall be subject to urine testing in accordance with the terms of this policy. Such urine testing may be completed at any time in accordance with the terms of this policy, and may be conducted on a weekly basis". Any student who refuses to submit to urine drug testing will be terminated from further practice or participation in the extra curricular activities of Lakeland Joint School District.

Non-Punitive Nature of Policy

No student will be penalized academically for testing positive for illegal drugs or banned substances as a part of this program. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug test will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Lakeland Joint School District will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified to the extent permitted by such subpoena or legal process.

Banned Substances

For the purpose of this Policy, the following substances, or their metabolites, are examples of what can be tested for, and are considered illicit or banned from Lakeland Joint School District 272 students. This list is not all inclusive, however included within those substances are all such substances as labeled controlled substances, or as similarly labeled by federal or state law.

Alcohol, Barbiturates, LSD, Methadone, Opiates, Amphetamines, Benzodiazepines, Marijuana, Methaqualone, Phencyclidines, Anabolic Steroids, Cocaine Metabolites, Metabolites, Nicotine, Propoxyphene
Other Prescription or illegal drugs

Testing Procedures

The selection of participants to be tested may be done randomly or randomly by team by the Drug Testing Coordinator or testing vendor, and selections will be made at any time throughout the participation period or school year. Names will be drawn from one large pool of those agreeing to be tested. Selection for random testing will be by lottery drawing from a “pool” of all students participating in activities, who have signed a consent form. (Students who do not sign consent forms may not participate in the activity.) This variable schedule is designed to keep students conscious of the possibility of being tested at any time during the year. Each student or student within a team will have equal possibility to be selected each time a selection is made. The Drug Testing Coordinator or testing vendor will use a system to assure that the students are selected in a random fashion.

(1) In addition to random testing, if the student shows signs of reasonable suspicion, or the student has previously tested positively, the principal/administrative designee may require the student to participate in a drug and/or alcohol test. Factors will include, but are not limited to; excessive discipline problems, excessive tardies, and/or excessive absences from school. Also the student may be required to be administered “follow-up” testing with frequency to be determined by the school administration.

(2) Parents will be informed if their student has been tested and provided information about the result. Additionally, if a student is part of the schools random selection testing process, a positive result will be provided to the appropriate school official.”

(3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid test or outside influences.

(4) Upon being selected for a urinalysis test under this policy, either by random draw or reasonable suspicion, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

(5) All students will remain under school supervision until they have produced an adequate urine specimen. If, after adequate time and additional fluid (all as determined by the laboratory), the student is unable or unwilling to produce a specimen the student will be taken to the principal’s office and informed that he/she is no longer eligible for any extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility. (Students shall serve the maximum time of discipline before they can retest. The failure to provide an adequate urine specimen will be considered a positive test.)

(6) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.

(7) Immediately after the specimen is taken, the student may return to practice or class. Every effort will be made to eliminate loss of class time with most testing done prior to school, after school, or during a lunch period.

(8) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

District Drug Testing Coordinator The Superintendent shall appoint a District Drug Testing Coordinator(s). It is of utmost importance that great care be taken to maintain strict confidentiality requirements. All information, including names of students tested, test results and any related information shall remain confidential except where disclosure is required by lawful subpoena.

Student Selection

Random testing will be conducted during the activity season. Selection for random testing will be by lottery drawing from a “pool” of all students participating in extra-curricular activity programs in each Lakeland Joint School District 272 school at the time of the drawing. The selection may be random by school and team. The Drug Testing Coordinator shall take reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to: assuring that the names of all participating activity students are in the pool; assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing; assuring that the identity of students drawn for testing is not known to those involved in the selection process; and assuring direct observation of the selection process.

Collection of Specimen & Chain of Custody

The collection procedures shall utilize “on site” immunoassay testing for instant results (if negative). If the specimen that was provided by the student tests “non-negative” in this initial screen test, that same specimen will be sealed with proper chain of custody and sent to a certified laboratory for further confirmation testing.

Test Results

- (1) This program is designed to provide needed help for students who have a verified “positive” test.
- (2) The principal/designee will be notified of a student testing “positive” (that is, if the test shows the drug residues are in the student’s system). The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained. This information will be given to the Medical Doctor/Review Officer (MRO) for the final review of the test result.
- (3) A student involved in activities who tests positive will be subject to the disciplinary consequences outlined in the Philosophy and Code for Interscholastic Activities. Lakeland Joint School District 272 reserves the right (pursuant to the reasonable suspicion standard) to continue testing at anytime during the remaining school year of any student/participant that tested “positive”.
- (4) Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
- (5) A student who sustains a first positive result shall be subject to the guidelines of the Lakeland Joint School District philosophy and code for interscholastic activities. A second positive result will result in suspension from activities for one (1) calendar year and a third positive result will result in permanent suspension from participation.

Statistical Reporting and Confidentiality of Drug Test Results

The testing laboratory shall not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Lakeland Joint School District 272 Board of Trustees. However, the lab will provide the building principal and Board of Trustees with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. Under this drug testing program, any staff coach, or sponsor of Lakeland Joint School District 272 who may have knowledge of the results of a drug test, will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. It is the express intention in the adoption of this policy/program to maintain confidentiality.

Financial Responsibility

- (1) Under this policy, Lakeland Joint School District 272 will pay for all initial random drug tests, and all initial reasonable suspicion drug tests.
- (2) A request on appeal for another test of a “positive” urine specimen using the same initial specimen being sent to a second certified laboratory for analysis will be at parent/guardian (or the student in the event the student has reached the age of 18) expense, unless the second test is negative.
- (3) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian (or the student in the event the student has reached the age of 18).
- (4) The parent/guardian (or the student in the event the student has reached the age of 18) will be responsible for the cost of any drug test given as the result of a parent/guardian (or the student in the event the student has reached the age of 18) request that a student be tested or included in the testing pool.

PHILOSOPHY AND CODE FOR INTERSCHOLASTIC ACTIVITIES

DISCIPLINE REGARDING INTERSCHOLASTIC ACTIVITIES - Board Policy 3380

The interscholastic activities program of Lakeland School District is designed to:

- involve students in wholesome, healthy competition
- teach respect for rules and authority
- teach respect for the property and person of others
- develop self discipline through rigorous training
- develop sportsmanship through competition
- teach the fundamentals of each activity
- develop the individual participant to his/her potential
- teach the value of working with others as a team
- build physical and mental capacities
- develop the attributes of cooperation and social adjustment, stressing high moral character

Participation in interscholastic activities programs is a privilege granted to those students willing to agree to and abide by the rules and guidelines established by the coaches or advisors, the administration, the Board of Trustees, and the Idaho High School Interscholastic Activities Association. To implement and teach the philosophy, the following rules are established for participants to observe and follow. The student shall:

1. Attend classes regularly, strive for academic achievement, and set positive examples in the school and community with his/her personal conduct.
2. Attend school the entire day before practicing or competing inter scholastically unless special permission for

an absence has been granted in advance by the principal. Students will not be released from class to attend an activity (including district or state tournaments) if they are failing or in danger of failing the class

3. Conform with the instructions, guidelines and training rules established by the coach or advisor with reference to but not limited to the practice schedule, equipment use, physical conditioning and practice activities. 3380-1 (ISBA 1/04 UPDATE)

4. Not use profanity or obscene language.

5. Maintain standards of dress set by the school and the coach or advisor.

6. Not be involved in the willful destruction and/or theft of school or personal property.

7. Maintain standards of scholastic eligibility established by IHSA and/or the school.

8. Not use or possess illegal drugs, alcohol, or tobacco during the school year as outlined in "A" under definitions or be knowingly present while such activity is taking place.

DISCIPLINE:

Violations of rules 1 through 7 or conduct that brings discredit to the participant, the school, or the community, could result in temporary or permanent suspension from the activity with a subsequent loss of award. Such determination shall be made by the coach and/or administration. A violation of rule 8 shall result in a ten (10) school day suspension from team competitions (will be allowed to practice) and required to complete substance abuse education and awareness course*. Student will be required to participate in substance testing for the remainder of the season and any subsequent seasons in which they participate that year.

Second offense; student will be removed from the team for the remainder of the season and be required to complete an in-person substance abuse education and awareness course (see definition d). Student will be required to participate in substance testing for any subsequent seasons in which they participate that year.

Third offense; student will be removed from all extracurricular activities for one calendar year.

*tomwilsoncounseling.com approved courses by the State of Idaho Department of Justice.

A student who voluntarily discusses his/her substance abuse problem with a coach, counselor, or administrator, and agrees to participate in an approved substance abuse assessment and treatment program shall not be subject to suspension if a violation has not been otherwise reported.

DEFINITIONS:

a. Illegal Drugs - as defined in Board Policy, Article VI, Section F.

b. School Day - Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for interscholastic activities under IHSA rules

c. Suspension - The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five school days of practice (assuming the IHSA required practice time has previously been met) will be required prior to any involvement in any interscholastic contest after a suspension.

d. Approved Substance Abuse Program - The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from "awareness education" to "addiction treatment". The family and school personnel should be involved in the assessment, and treatment if prescribed. The student and his parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract. Failure to fulfill the contract and complete the

program shall result in suspension from all interscholastic activities for one calendar year from the date of the violation.

e. Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

Commitment to the Code Prior to participation in an activity, each student shall have a copy of the above "Code" signed and dated by himself/herself and a parent or guardian on file in the school office. Failure to comply with this provision shall preclude any participation in an activity until such time as the student and parent/guardian have complied with this section.

Activities Council

From time to time a committee composed of nine people representing all interscholastic activities in the school district may be convened to recommend activities policy and on occasion, review rules for recommendations to the administration and/or Board. This committee will be designated as the Lakeland Activities Council and can function with a quorum.

Association with the IHSAA

Upon payment of annual dues, Lakeland School District assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules and regulations of the Association as currently adopted, or thereafter amended, for the governing of all high school (grades 9-12) interscholastic activities for Lakeland Schools. Said rules set by this policy shall also govern interscholastic activities and student participants in grades seven and eight.

Illegal Drugs – as defined in Board Policy #3300 or by State/Federal Law.

School Day – Shall be any day within the adopted school year calendar plus any days prior to the opening of the school year which are allowed for interscholastic activities under IHSAA rules.

Weapon as defined by board policy 3330

1. "Deadly or dangerous weapon" means any weapon as defined in 18 U.S.C. section 930;
2. "Firearm" means any firearm as defined in 18 U.S.C. section 921;
3. “Weapon” (other than deadly or dangerous weapon) means any instrument, item device, or thing which, given the immediate circumstances, constitutes a threat to person or property whether or not the instrument, item, device or thing is inherently a weapon or not. (i.e. and without limitation-pen or pencil, book, bag, or other items that are not normally considered a weapon could be used as a weapon and therefore qualify under this policy).

Suspension – The student shall not be allowed to participate in practices or contests during suspension time. A minimum of five school days of practice (assuming the IHSAA required practice time has previously been met) will be required prior to any involvement in any interscholastic contest after a suspension.

Approved Substance Abuse Program – The program must involve an intake or assessment procedure followed by appropriately prescribed treatment. This may vary from “awareness education” to “addiction treatment”. The family and school personnel should be involved in the assessment and treatment if prescribed. The program should involve at least 15 hours of counseling beyond assessment over a minimum of 5 weeks. The student and his/her parent or guardian shall be responsible for all costs and arrangements for the program. Students choosing this option shall, with a parent or guardian, sign a contract agreeing to these terms. Failure to

fulfill the contract and complete the program shall result in suspension from all interscholastic activities for one calendar year from the date of violation.

Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals (except religious church sponsored or family gatherings) at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, alcohol, or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

COMMITMENT TO THE CODE / Health Waiver

Prior to participation in an activity, each student shall have a copy of the above “Code” and the Health Waiver signed and dated by himself/herself and a parent on file in the school office. Failure to comply with this provision shall preclude any participation in any activity until such time as the student and parent/guardian have complied with this section.

SCHOOL ACTIVITIES/FIELD TRIPS/PERFORMANCES

Any student participating in a school activity, field trip, or performance, in which they will be missing school must be passing all classes and not listed on the assigned detention list as outlined in the intervention protocol.

ASSOCIATION WITH IHSAA - Board Policy 3380

Upon payment of annual dues, Lakeland School district assumes membership in the Idaho High School Interscholastic Activities Association and thereby recognizes and accepts the constitution, bylaws, rules, and regulations of the association as currently adopted, or thereafter amended (IHSAA “rules”), for the governing of all high school (grades 9-12) inter-scholastic activities for Lakeland schools, which IHSAA “rules” are incorporated herein as a part of this Philosophy/Code. Said rules as appropriate for grades 7 and 8 shall by this policy also govern interscholastic activities and student participants in grades seven and eight.

ASSEMBLIES AND DANCES

All school policies are followed at assemblies and dances. Infractions are dealt with in the usual manner. Student behavior at these events is subject to the same guidelines as during the school day. Students will be expected to sit in their assigned areas during assemblies.

DANCES

- Doors and admittance to the dance will be closed one half hour after the start of the dance. Once you leave the dance you will not be allowed to re-enter.
- One guest per high school student will be allowed with prior approval from an administrator. Guest must be registered in the office no later than Wednesday the week of the dance.
- Junior High students are not allowed to attend high school dances under any circumstances.
- To attend the Junior/Senior Prom you must be a Timberlake junior or senior or be invited as a guest of a Timberlake junior or senior.

STUDENT RECORDS

POLICY: The Family Educational Rights and Privacy Act of 1974, P.L. 93-38, section 513.

Lakeland School District No. 272 will maintain records on all students enrolled in its schools. The principal of each building is responsible to see that such records are kept current and safeguarded against misuse. The term “Record” is interpreted to mean identifying data, academic work completed, level of achievement, attendance data, test scores, family background information, and other pertinent data.

Access to the records of students shall be as follows:

- The building principal is responsible for carrying out the policy of his/her school.
- Only authorized school personnel shall record data on the records.
- Administration and faculty have access to the student records for academic, personal (including discipline), social, vocational, and counseling purposes
- Students’ individual records are available for parents to review. Students over 18 years of age or married students of any age may also examine their records. Arrangements for review may be made with the school principals.
- The Board of Education and the Superintendent of Schools may have access to a student’s record(s) in cases of educational needs or discipline problems, which have been referred to them.
- School counselors may keep personal counseling information in a file in their offices. Only the counselors can have access to this information.

Each student’s record is reviewed annually to determine what information is permanent, to be maintained by the school district, and what information is temporary, which will be used for a particular period of time.

Parents, students 18 years of age or older, or married students may challenge any of the information in their record at any time. Said challenge must be in writing to the building principal involved. The building principal will arrange a meeting between parents, students, teachers, or counselors involved. A review will be made and the issue resolved. If the parent of the student is not satisfied with the review, they may appeal to the Superintendent of schools. The Superintendent will issue his/her decision after a review of the record and the complaint. If the parent or student is not satisfied with the review they may appeal to the Board of Education. The Board will issue a decision after a review of the record and the complaint. The decision of the Board is final.

LAKELAND JOINT SCHOOL DISTRICT 272

HIGH SCHOOL GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015 AND BEYOND

REGULAR DIPLOMA		
COURSE	CREDIT	GRADE
ENGLISH 1	2	9
ENGLISH 2	2	10
ENGLISH 3	2	11
ENGLISH 4	2	12
PICK ONE OF THE FOLLOWING MATH OPTIONS		
INTEGRATED MATH	2	9
ALGEBRA 1	2	10
GEOMETRY	2	11
ALGEBRA 2	2	12
ALGEBRA 1	2	9
GEOMETRY	2	10
MATH ELECTIVE	2	11
MATH ELECTIVE	2	12
GEOMETRY	2	9
ALGEBRA 2	2	10
MATH ELECTIVE	2	11
MATH ELECTIVE	2	12
SPEECH	1	10-12
PHYS SCIENCE	2	9
BIOLOGY	2	10
SCIENCE ELECTIVE	2	11-12
CWP	1	10-12
US HISTORY	2	11
US GOVERNMENT	2	12
ECONOMICS	1	12
HEALTH	1	10-12
PHYS EDUCATION	1	9-10
HUMANITIES	2	9-12
COMPUTER LITERACY	1	9-10
ELECTIVES	14	9-12
TOTAL	46	

The State Board of Education has added the following additional graduation requirements: 1. Proficiency on the State of Idaho Assessments in the areas of Language Usage, Reading, and Mathematics. 2. Satisfactory completion of a senior project that includes an oral presentation and written report. 3. Take either the ACT, SAT or COMPASS exam by the end of grade 11. 4.

1 Humanities- A minimum of 2 fine arts credits is required. Courses approved for the humanities are:

FINE ARTS – - Foreign Language, Band, Chorus, Art, and Drama

2 Courses approved for computer literacy are Computer Applications, Computer Graphics, and Computer Science.

³The Physical Education requirement can be completed by participation in one athletic season of school sponsored athletic teams. 1 credit will be awarded upon completion of each sport season. A maximum of 2 credits can be earned.

⁴One year of math must be taken during the senior year.

Timberlake High School 2020-2021 Bell schedules

YELLOW - Modified Traditional Bell Schedule

Even numbered classrooms release at end of the period. Odd numbered classrooms release 1:00 minute later.

THS Bell Schedule

First Bell 7:30

7:35–8:25 First Period

8:29–9:25 Second Period (Tiger TV)

9:29-10:19 Third Period

10:19-10:49 First Lunch (Open 10-12)

10:23-11:13 Fourth Period

10:53-11:43 Fourth Period

11:13-11:43 Second Lunch (Open 10-12)

11:47-12:37 Fifth Period

12:41-1:31 Sixth Period

1:35-2:35- (Seventh Period - common Teacher PREP)

ORANGE - Blended Learning bell schedule Tuesday-Friday

*Blended learning model where students will participate in 4 days of instruction, between learning in-person and via online (livestream {synchronous} or recorded {asynchronous} both available). Each day new content will be provided.

First Bell 7:30

7:35–8:35 First Period

8:40–9:45 Second Period (Tiger TV)

9:50-10:50 Third Period

10:50-11:20 First Lunch (Open Campus 10-12)

10:55-11:55 Fourth Period

11:25-12:25 Fourth Period

11:25-12:25 Second Lunch (Open Campus 10-12)

12:30-1:30 Fifth Period

1:35-2:35 Sixth Period

Mon	Cohort A A-K	Cohort B L-Z
Individual Assistance Available	Tues/Thurs 7:35-2:35 In-Person Wed/Fri Online	Wed/Fri 7:35-2:35 In-Person Tues/Thurs Online

RED - Remote Online Learning (Substantial Community/School Spread)

*** Students will be learning via online (livestream {synchronous} or recorded {asynchronous} both available). Pacing of material will be similar to other phases and students will be expected to conduct synchronous learning each day of the schedule.**

First Bell 7:30

7:35–8:35 First Period

8:40–9:45 Second Period

9:50-10:50 Third Period

10:50-11:20 First Lunch

10:55-11:55 Fourth Period

11:25-12:25 Fourth Period

11:25-12:25 Second Lunch

12:30-1:30 Fifth Period

1:35-2:35 Sixth Period

Timberlake High School
Lakeland School District 272
Spirit Lake, Idaho

